

Proposed Article Change (Charter Constitution 5/2015, page 12)

Discussed at the April 12, 2019 meeting

Proposed Amendment to Bylaws on August 29, 2019

Discussed at Executive Board October 16, 2019

Approved June 1, 2020

ARTICLE 8: CHANGES TO CHARTERS

- 8.1 A proposed amendment to this charter or the charter of any committees listed in Article 7 may be introduced by any member of the Assembly. Amendments shall be presented in writing, and shall be submitted to the President of the Assembly.
- 8.2 Amendments to this or any committee charter shall be processed according to the following procedure:
- a. The Executive Committee shall study the impact of the proposed amendment in order to suggest appropriate measures to the Assembly. The Executive Committee shall discuss issues surrounding the amendments-with the Dean of the College prior to presenting the amendment before the Assembly.
 - b. The Executive Committee shall, via appropriate means, introduce the amendment to the Faculty Assembly. There shall be at least four weeks between the introduction of an amendment to the Assembly by the Executive Committee and a vote on the amendment.
 - c. A debate and subsequent vote on a proposed amendment shall be held at the next regularly scheduled Assembly meeting. **The proposed amendment shall be adopted by the Assembly by a ~~2/3~~ simple majority vote of those voting in person or online.**
 - d. The Executive Committee shall then forward the amendment language, including details of the charter that is to be amended, as a recommendation to the Dean of the College.

ARTICLE 7: COMMITTEES

- 7.1 The Assembly shall organize itself into the following categories of committees
- a. Faculty Committees: Grants & Funds Committee; Faculty Development Committee; Tenure & Promotion Committee. The duties and responsibilities of each Faculty Committee shall be as outlined in the Charters of those committees.
 - b. Faculty-Administration Committees: Curriculum & Standards Committee; Grade Grievance Committee. The duties and responsibilities of each Faculty-Administration Committee shall be as outlined the Charters of those committees.
- 7.2 All committees shall adhere to the following general duties and functions:
- a. Committees shall operate according to the charters established for each committee.
 - b. Each committee shall maintain regular ongoing communication where necessary and appropriate with the Executive Committee of the Assembly, and with the College Dean, Associate Dean, and Assistant Dean.
 - c. Each committee shall present a report of its activities from the previous year to the Assembly at the first regularly scheduled Assembly meeting of the academic year.
 - d. The Executive Committee shall bear the final responsibility for organizing the Assembly into committees. Elections to committees shall be completed at the first regularly scheduled meeting of the Assembly during the academic year.
 - e. The governing criterion for committee assignments shall be the effective functioning of committees and the Assembly. It shall take into account individual experience and preferences, and it shall adhere to the various provisions elsewhere in this document and the Charters for all committees.
- 7.3 Procedures for Recommendations from Curriculum & Standards Committee; Grants &

Funds Committee; Faculty Development Committee.

- a. These Committees shall have the authority to make recommendations on matters before them to the Executive Committee of the Assembly. Upon receipt of a recommendation from one of these committees, the Executive Committee shall determine if the recommendation requires the vote of the entire CLAE Faculty Assembly. A recommendation requiring the vote of the entire CLAE Faculty Assembly is expected to be an exception rather than a rule.
- b. If the Executive Committee determines that the recommendation of a committee does not require the vote of the Assembly, it shall review the recommendation in a timely manner following the process and timelines below:
 1. The Executive Committee shall petition the Dean of the need to meet to discuss a recommendation within two calendar weeks of its receipt by the Executive Committee.
 2. The Executive Committee shall have the opportunity to present and discuss its concerns regarding committee recommendations to the Dean at the meeting identified above. Such a meeting may include members of the committee under question and/or the CLAE Associate Dean.
 3. The Dean shall render a decision regarding the recommendation within two calendar weeks of the meeting with the Executive Committee. If a decision other than the one recommended is taken by the Dean, the Dean shall make herself/himself available to the Executive Committee of the Assembly to discuss any disagreements prior to implementation.
 4. While maintaining any necessary confidentiality, the Executive Committee shall inform the CLAE Faculty Assembly of the committee's recommendation and Dean's decision as soon as is possible after completing the above procedures.
- c. If the Executive Committee determines that the recommendation of a committee does require the review and vote of the Assembly, the

recommendation shall be reviewed and voted upon in a timely manner following the process and timelines below:

1. The Executive Committee shall disseminate the committee's recommendation via e-mail to the Assembly within one week of its receipt by the Executive Committee.
2. Once the committee's recommendation has been disseminated to the Assembly, Assembly members will have two weeks in which to respond. The Executive Committee will also determine within this two week period if a special meeting of the Assembly should be called in order to discuss and vote on the recommendation. If a meeting is not called, an electronic vote on the recommendation will be conducted.
3. Once the Assembly has voted, the Executive Committee and Dean shall follow 7.3(b) above, including careful consideration of the final vote and opinions of the Assembly regarding the recommendation.

7.4 Procedures for Recommendations from Grade Grievance Committee.

- a. This Committee shall have the authority to make recommendations on matters before them.
- b. As per the current CLAE Academic Grievance Policy (Step 6 of the Grade Grievance Procedure) the Committee will prepare a written recommendation, which shall be regarded as the final resolution of the matter within the college. This recommendation will be communicated by letter to the Dean, the student and the faculty member within fifteen (15) days of the conclusion of the committee's hearing(s). The communication to the student will be by certified letter.

7.5 Procedures for Recommendations from Tenure & Promotion Committee

- a. This Committee shall have the authority to make recommendations on matters before them to the Dean of the College.
- b. Excepting tenure and promotion recommendations, the Committee shall

petition the Dean of the need to meet to discuss a recommendation within a reasonable amount of time.

- c. Excepting tenure and promotion recommendations, the Committee shall have the opportunity to present and discuss its concerns regarding committee recommendations to the Dean at the meeting identified above.
- d. Excepting tenure and promotion recommendations, the Dean shall render a decision regarding the recommendation within a reasonable amount of time.

7.6 The Assembly shall have the authority to create new faculty committees or dissolve committees, or to replace the membership of existing faculty committees, when necessary. Any such actions shall be done in a manner consistent with other articles in this document and the charters for all faculty committees. Such actions shall be discussed and implemented with the mutual agreement of the Dean and the Assembly.

All such actions shall require a ~~2/3~~^{2/3}rd *simple* majority vote of the *simple majority vote of those voting in person or online.*

7.7 The Assembly shall have the authority to create Special or Ad Hoc Committees to address ongoing short-term issues and concerns raised by deliberations of the Assembly, or to enhance the effectiveness of the Assembly. These Committees shall report directly to the Executive Committee and the CLAE Faculty Assembly regarding their deliberations. The membership, duties, responsibilities, and timelines of each Special or Ad Hoc Committee shall be outlined by the Assembly at the time of the creation of the committee. After fulfilling the purpose for which it was created, and presenting a report to the Assembly, each such committee shall be discharged by a simple majority vote of the Assembly.